

NATIONWIDE
HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
219 WEST HOFFMAN STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (667) 296-3498

POSITION VACANCY ANNOUNCEMENT 23-008a

Open Date: 25 October 2022

Close Date: 23 November 2022

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: PLANS AND SCHEDULING

HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: SSgt/E5

UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: SSgt/E5

ORGANIZATION/LOCATION: 175th Maintenance Operations Flight, MDANG, 2701 Eastern Boulevard, Middle River, Maryland 21220-2801

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee

WHO MAY APPLY: OPEN TO CURRENT MEMBERS OF THE MARYLAND AIR NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and are not able to move AGR asset.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.
7. Member must already hold 2R1X1 AFSC or be willing to attend Technical Training School within 1 Year of assignment.

BRIEF OF DUTIES AND RESPONSIBILITIES

Manages aerospace vehicles, engines, armament/munitions, missiles, space systems, AGE, and selected equipment inventory. Provides written guidance for accounting of flying hour data. Monitors scheduling effectiveness. In conjunction with maintenance management analysis, ensures senior leaders are briefed on HOF issues and impact on long term fleet health. Plans and schedules aerospace vehicle maintenance and utilization requirements. Develops plans and establishes production schedules to meet mission requirements. Schedules aerospace vehicles, missiles, space systems, AGE, munitions/armaments, and engines. Determines maintenance capabilities, production factors and work priorities in developing operational schedules. Prepares daily, weekly, monthly, quarterly, and annual utilization schedules for known maintenance and operational mission and training requirements. Coordinates with base activities to ensure support is available to meet schedules. Maintains and audits weapons systems records in applicable maintenance information systems. Reviews, evaluates, and files documented information for planning and scheduling maintenance actions. Maintains historical and flight status records of weapons and support systems. Manages the aircraft configuration, Time Compliance Technical Orders (TCTO), Special Inspections (SI), and time change items (TCI) and their related automated subsystems in the appropriate maintenance information systems. Ensures accurate documentation of aircraft configuration, TCTOs, TCIs, and SIs. Performs other duties as assigned.

AFSC

AFSC: 2R1X1 Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program and the Air Force Enlisted Classification Directory (AFECD) 21 APR 2022. **Knowledge:** Knowledge is mandatory of: operations and maintenance management of aerospace vehicles, engines, munitions, missiles, space systems, and associated equipment; automated and manual procedures applying to planning, scheduling, and documenting maintenance and maintenance information systems; concepts and application of maintenance directives; aerospace vehicle, operational, inspection, and time change management; delayed discrepancies; TCTO; and engine subsystems. **Education:** For entry into

this specialty, completion of high school with courses in computers and basic mathematics is desirable. **Training:** The following training is mandatory for award of the AFSC indicated: **2R131:** Completion of a basic maintenance production management course. **2R171:** Completion of the maintenance management production craftsman course. **Experience:** The following experience is mandatory for award of the AFSC indicated: **2R151:** Qualification in and possession of AFSC **2R131**. Also, experience in maintenance scheduling and documentation. **2R171:** Qualification in and possession of AFSC 2R151. Also, experience performing or supervising maintenance scheduling and documentation functions. **Other:** The following are mandatory as indicated: See attachment 4 for entry requirements. The following is mandatory for retraining candidates within the Air Force Reserve Command: **Grade of E-6 or below with less than 10 years Total Federal Military Service.** For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, Cybersecurity *Program Management* and AFMAN 17-1301, *Computer Security*. Specialty requires routine access to Tier 3 (T3) information, systems or similar classified environment. For award and retention of AFSC 2R131/51/71, completion of a current T3 Investigation required IAW DoDM 5200.02, AFMAN 16-1405, *Air Force Personnel Security Program*, is mandatory.

SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 3 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.
6. Relocation expenses will not be authorized.
7. Must currently have or be able to obtain SECRET clearance.
8. ANY AFSC may apply.
9. Member must either hold a 2R1X1 AFSC or if cross training, be willing to attend Technical Training School within one (1) year of assignment.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
APPLICATIONS WILL NOT BE RETURNED!

SUBMIT APPLICATION IN ORDER LISTED BELOW

- ☐ NGB Form **34-1 Application for Active Guard Reserve (AGR) Position**, **DATED 20131111**, Signed, dated and annotated with Vacancy Announcement Number.
- ☐ Military Personnel **Report of Individual Person (RIP) Attached, or Virtual MPF Inquiry Will Suffice.**
- ☐ AGR Profile Verification Statement (**fourth page of this announcement**).
- ☐ Most Recent Air Force Fitness Management System (AFFMSII)
- ☐ Letters of Recommendation, Cover Letter, Resume and other attachments are permitted, but are not mandatory.
- ☐ All DD214s or NGB 22
- ☐ Completed Questionnaire (**below**)

For Positions Advertised to "Current On-Board AGR Applicants Only":

- ☐ **Current On-Board AGR** member, you must submit Commander Memorandum of Authorization with your application.

Questionnaire:

Y/N

- ☐ Are you currently a Maryland Air National Guard Member? _____
- ☐ Are you currently AGR? If so, what State? _____
- ☐ Are you currently a Technician? If so, what State? _____
- ☐ Are you currently deployed? If so, what location? _____
- ☐ Are you currently on ADOS? If so, with who? & what is the ending date? _____
- ☐ Are you currently in a "fenced" position? _____

Please provide current telephone number and **Military Email** address (Selection and Non-selection Memos will be sent via **Encrypted Email**): _____, _____

**FORDWARD APPLICATIONS AND ATTACHEMENTS VIA EMAIL TO: 175.WG.HRO.AGR.PROGRAM.Org@us.af.mil
SUBMIT ONE PDF DOCUMENT ENTITLED: 23-XXXa (LAST NAME) – PLANS AND SCHEDULING**

WE NO LONGER ACCEPT WALK-INS.

APPLICATION DROP OFF IS AVAILABLE TUESDAY- FRIDAY 0800 -1600 AT THE FIFTH REGIMENT ARMORY MAILROOM LOCATED ON THE 1ST FLOOR. ALL APPLICATIONS MUST BE IN A SEALED EVELOPE LEGIBLY HANDWRITTEN OR TYPED, WITH THE MEMBER'S NAME AND ANNOUNCEMENT NUMBER. NO EXCEPTIONS.

IF MAILING, DO NOT STAPLE, OR DOUBLE SIDE PRINT DOCUMENTS. ALLOW 5 TO 7 BUSINESS DAYS FOR MAIL PROCESSING. MAIL APPLICATION AND ATTACHEMENTS TO:

**Human Resources Office
ATTN: NGMD-HRO-AGR-AIR
Fifth Regiment Armory
29th Division Street
Baltimore, MD 21201-2288**

***Applications must be received in the HRO not later than close of business on the closing date!
Applications received after the closing date WILL NOT BE CONSIDERED.***

**AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME _____ ANNOUNCEMENT # _____

A. FITNESS PROGRAM TEST VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH AFI 36-2905

YES NO

*Signature/Rank/Title Verifying Official

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: _____ Admin: _____ Gen: _____ Elect: _____

**Signature/Rank/Title Verifying Official

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P:___ U:___ L:___ H:___ E:___ S:___ X Factor ___ Dated _____

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier

ATTACH TO NGB FORM 34-1
APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION